



# DIFP

Department of Insurance,  
Financial Institutions &  
Professional Registration

## **JOB OPENING**

**TITLE:** LEGAL COUNSEL

**LOCATION:** Insurance Market Regulation Division  
Jefferson City, MO

**STARTING SALARY:** \$45,000 - \$62,000, based on relevant experience

**CLOSING DATE:** Applications must be postmarked by May 13, 2011

### **DEFINITION:**

This position requires advanced professional and technical analysis of a legal nature in the Department of Insurance, Financial Institutions & Professional Registration (DIFP). This position provides assistance to the Chief Market Conduct Examiner, reviews the work of Market Conduct examination teams and brings closure to market conduct examinations. Additionally, this position assists other Department sections involved in the market regulation of insurance companies with planning and implementing projects. Work involves assisting with planning, organizing and analyzing work products. Work also includes providing legal and technical assistance to the Market Conduct examination teams in their interpretation of relevant statutes and regulations and assisting the Chief Market Conduct Examiner in the formation, interpretation and implementation of administrative and Market Conduct practices. The Chief Market Conduct Examiner provides general supervision while the employee exercises considerable initiative and independence.

### **EXAMPLES OF WORK PERFORMED: (Duties and responsibilities may be added, deleted, or changed at any time)**

Assist the examination teams to identify specific areas of review to focus on when conducting market conduct examinations and responsible for concluding Market Conduct examinations. Review and analyzes highly technical or unusual policyholder files, review written reports and recommendations prepared by Market Conduct examination teams, works with regulated insurance entities to clarify requirements and inform them of examination procedures, evaluates Market Conduct examination reports to determine the degree of intention and consequences for violations of the law; recommends reasonable fines for violations and prepares stipulations for voluntary forfeiture or cure orders, and when voluntary resolution of examinations is unsuccessful, advocates the Divisions position in administrative proceedings or circuit court; conducts depositions and document productions, drafts proposed regulations in legal format; provides and maintains a file of internal legal opinions on typical Market Regulation issues; researches and analyzes all new applicable legislation; researches insurance industry trends with reference to insurance marketing tactics, new products and creative sales practices; monitors and participates in special projects assigned by the Chief Market Conduct Examiner; participates in conferences and hearings with insurance company officials regarding Market Regulation problems and issues; answers correspondence regarding Market Regulation matters; assists with implementation of laws relating to Market Regulation; performs other duties as assigned.

### **EXAMPLES OF REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:**

Knowledge of general legal principles and practices. Knowledge of the legal framework within which the regulation of insurance companies takes place. Working knowledge of basic principles and practices of insurance supervision. Ability to analyze and interpret laws, rules and regulations. Ability to draft legislative proposals. Ability to deal effectively with insurance company representatives, attorneys and the general public. Ability to analyze complex issues and assist Market Conduct examiners in making decisions regarding policyholder files.

### **EXPERIENCE AND TRAINING QUALIFICATIONS:**

Graduated from an accredited law school supplemented by membership in good standing in the Missouri Bar. Professional experience in one or more of the following practice areas is preferred: administrative law, consumer protection and insurance regulation. Litigation experience is desirable.

### **SEND COMPLETED APPLICATION FORM, RESUME AND COPIES OF COLLEGE/LAW SCHOOL TRANSCRIPTS TO:**

DIFP - Human Resources  
Attn: Legal Counsel  
P.O. Box 690  
Jefferson City, MO 65102

EOE: F/M/V/D